



WILLMAR

**PUBLIC WORKS DEPARTMENT**  
**DIRECTOR/CITY ENGINEER**

333 SW 6TH ST  
WILLMAR, MN 56201  
320-235-4202  
FAX 320-235-4917

## ***CITY OF WILLMAR***

### ***Request for Proposal Engineering Surveying Services***

#### **PURPOSE**

The City of Willmar is seeking proposals from professional civil engineering firms to provide general civil engineering services, plan preparation and surveying required by the City of Willmar and to assist the City Engineering Department as needed.

#### **BACKGROUND**

The engineering services to be provided may include:

Preliminary survey of project areas, preparation of plans for varying in complexity, construction staking, and as built surveying for a portion of the City's annual street improvement project (map enclosed).

#### **SCOPE OF PROPOSAL SERVICES**

Engineering and surveying services as requested on public works projects including, but not limited to, sanitary sewer, storm sewer, street paving, street resurfacing, water mains, sidewalks, paths, and bridges in accordance with City standards and procedures.

Datum to be collected using Kandiyohi County coordinate system for horizontal and vertical control in the City's official vertical datum of NAVD88 and horizontal datum of NAD83.

#### **Preliminary Survey:**

1. Right-of-way boundary locations and survey of as many property corners as possible to be replaced post construction.
2. Existing centerline grades at 50 foot intervals.

3. Existing gutter line and back of curb grades at 50 foot intervals.
4. Location and elevation of all existing storm and sanitary manholes and catch basins with measure downs and pipe sizes.
5. Location and elevation of all existing water lines with curb stops and hydrants.
6. All public and private utilities as located by Gopher State One Call.
7. Topographic survey of existing ground, from house face to house face including all sidewalks, driveways, curb cuts, landscaping, and other improvements at 1 foot contour intervals.
8. Furnish the point file with the coordinates and elevations.

City will televise sanitary sewer and will determine replacements. Deliverables are in .dwg format. The .dwg consists of the line work for all the improvements as located from the above specifications and contours.

#### **Construction Staking:**

1. Stake sanitary sewer and water lines at 50 foot intervals and all structures.
2. Stake storm sewer lines at 50 foot intervals and all structures.
3. Blue top centerline to subgrade.
4. Stake 3 foot offset to top back of curb at 25 foot intervals.
5. Blue top centerline to finish grade.

#### **Plans:**

The preparation of plans shall follow schedule as indicated in the proposal.

#### **As-Built Construction Plans:**

As-built construction plans will be done by City Engineering Department with data provided by consultant and include:

1. Location and elevation of all sanitary and storm structures with pipe size and invert.
2. Location and elevation of all hydrants and curb stops.

3. Replace all property corners that were located before construction and destroyed during construction. This does not include putting in corners that were not there prior to construction

## PROPOSAL SCHEDULE

A tentative schedule is included below. The proposals submitted shall use this schedule as a guide to further define an appropriate work schedule in accordance with the requirements of the Proposal. The final schedule will be negotiated based on the final scope of work and work plan agreed to by the City and the selected consulting firm. The City of Willmar may begin utilizing the engineering services outlined in the 'SCOPE OF SERVICES' and elsewhere in this document, after the City Council's approval of the selected consultant(s) and as early as September 2012.

Milestone	Date
RFP Release	July 27, 2012
RFP Deadline	August 15, 2012
Firm Interviews	Week of August 21, 2012
Recommendation to City Council	August 28, 2012
Expected City Council Approval	September 4, 2012
30% Plans for Review	October 31, 2012
City to Televisе Sanitary Sewer	To be determined
90% Plans for Review	December 21, 2012
Final Plans	February 3, 2013

## REQUIREMENTS

1. Ability to work effectively with the City's Engineering Department staff with respect to any of the civil engineering services required by the City.
2. Ability to work effectively with the public and the public agencies.
3. The ability to function in a support role to the City Engineering Department. The consultants' services will be utilized for the civil engineering activities that exceed the staff level of the City Engineering Department.
4. The ability to work with contractors and owners of property to assist and accommodate orderly construction activity related within the City while minimizing inconveniences and delays.

## **PROPOSAL CONTENTS**

In keeping with the objective, the description, the requirements, and the consultant's tasks as previously indicated in this Request for Proposal, the consultants submitting proposals shall outline in detail the manner in which the consultant shall work with the City to fulfill the city's needs.

The outline at a minimum shall address:

1. Staffing and personnel.
2. Communication and coordination.
3. Compatibility with City's standards, goals and objectives.
4. Working relationship between consultant and City staff.
5. Information which will assist the City to determine the consultant's capability of performing the work.

## **PROPOSAL EVALUATION**

Selection Committee will evaluate and rate the proposals using the criteria listed below. The following information must be included in each proposal and will form the basis of the evaluation.

### **Professional Qualification:**

1. State the full name and address of your organization and, if applicable, the branch office or other subordinates element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include the state in which it is incorporated. If appropriate, indicate whether it is licensed to operate in the State of Minnesota.
2. Include the number of executive and professional personnel by skill and qualification that will be employed in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify individuals who will do the work on this project by name and title. Resumes or qualifications are required for proposed

project personnel who will be assigned to the project. Qualifications and capabilities of any sub consultants shall be included.

3. State history of firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.

### **Past Involvement With Similar Projects:**

The written proposal must include a list of specific experience in the project area and indicate proven ability in developing detailed designs and implementing similar projects for the firm and the individuals to be involved in the project. The proposal should also indicate the ability to have projects completed within the budgeted amounts. A complete list of client references must be provided for similar projects recently completed. It shall include the firm's/agency's name, address, telephone number, project title, and contact person.

### **Proposed Work Plan**

A detailed work plan is to be presented which lists all tasks determined to be necessary to accomplish the work of the project. In addition, the work plan shall include a time line schedule depicting the sequence and duration of tasks showing how the work will be organized and executed.

The work plan shall be sufficiently detailed and clear to identify the progress milestones, i.e. when project elements, measures, and deliverables are to be completed. Additional project elements suggested by the proposer that are thought to be necessary for the completion of the project are to be included in the work plan and identified as proposer-suggested elements.

Identify all of those, if any, who will be subcontracted to assist you with this project, and the extent of work for which they will be responsible. Include similar reference data for subcontractors and employees as requested above for the main proposer.

Include any other information that you believe to be pertinent, but not specifically asked for elsewhere.

### **Fee Schedule**

Fee quotations shall be submitted in a single, separate, sealed envelope with the proposal. Any proposal not complying with this requirement may be subject to disqualification.

Fee quotations are to include the names, title, hourly rates, overhead factors, and any other details by which the overall and project element costs have been derived. The fee quotation is to relate in detail to each item of the proposed work plan, including the proposer-suggested project elements and proposer-suggested contingencies, if any.

## **PROPOSAL SUBMITTAL**

Submit six (6) copies of the Proposal and one sealed envelope containing six (6) price proposals no later than 1:00 p.m., August 15, 2012. The sealed envelope containing the price proposals shall be labeled "Price Proposal." Email responses will not be considered. All costs incurred in responding to this RFP will be borne by the responder.

Send complete proposals to:

Holly Wilson, PE  
Public Works Director  
City of Willmar  
333 SW 6<sup>th</sup> Street  
Willmar, MN 56201  
(320) 235-4202

The City reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in the City sole judgment, the best interests of the City will be so served.

## **CHANGES IN THE RFP**

Should any prospective proposer be in doubt as to the true meaning of any portion of this Request for Proposal, or should the proposer find any ambiguity, inconsistency, or omission therein, the Proposer shall make a written request for an official interpretation or correction. Such requests must be received by the City of Willmar not less than seven days prior to the final date of submittal of the proposals.

Such interpretation or correction, as well as any additional RFP provisions that the City may decide to include, will be made only as an official addendum, and will be sent to each firm recorded as having received a copy of the RFP. Any addendum issued by the City shall become part of the RFP and will be incorporated in the proposal.